Appendix F

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
AD001	Insufficient street address information for mail delivery by the USPS.	Resubmit MAT15 update (tran type 3) with valid street address.
AD002	Multiple matching addresses were found in the USPS database.	Resubmit MAT15 update (tran type 3) with complete address.
AD003	The ZIP code was not found in the USPS database.	Resubmit MAT15 update (tran type 3) with valid address containing ZIP code.
AD004	The street name was not found in the USPS database.	Resubmit MAT15 update (tran type 3) with valid street name.
AD005	No house/box number was found in the USPS database.	Resubmit MAT15 update with valid street address - include a unit number.
AD006	No matching unit number was found in the USPS database.	Resubmit MAT15 update with valid street address - include a unit number.
DA001	Address deleted by MAT15.	No user action required.
DA002	Vacated unit address with no project number was deleted by TRACS due to MAT70 unit transfer.	Submit MAT15 for unit prior to its occupation.
DA003	Unit address with no project number was deleted by TRACS due to move-out.	Submit MAT15 for unit prior to its occupation.
DA005	Mailing address deleted by MAT15.	No user action required.
DA006	Mailing address deleted by TRACS due to move-out.	No user action required.
DA007	Unit address deleted by TRACS due to termination of tenant in unit with no project number.	Submit MAT15 for unit prior to its occupation.
DA008	An address transaction record for the noted unit has been received by TRACS.	No user action required.
DA011	Vacated unit address with no project number was deleted by TRACS due to MAT10 unit transfer.	Submit MAT15 for unit prior to its occupation.
DA012	No certification to terminate.	No user action required.
DA013	Subsidy contract expired/Combined initial certification exists.	No user action required.

TRACS Tenant Informational Message Codes

Code	Description	Recommended Solution
TA001	Tenant terminated for failure to recertify on time; certification expired: (next recertification date).	Submit MAT10 initial certification or annual recertification if household needs to be subsidized.
TA002	The MAT65 submitted with term code CE was not processed because the contract for the household has already been combined.	No user action required.
UA001	Unit number submitted in MAT40 is not in TRACS; confirm unit number before moving another household into the unit. Reported unit number: TRACS unit number:	Confirm unit number before moving another household into the unit.
UA002	Unit number submitted in MAT65 is not in TRACS; confirm unit number before submitting transactions against the unit or household. Reported unit number: TRACS unit number:	Confirm unit number before submitting transactions against the unit or household.
UA003	No unit address in TRACS for the unit being vacated by a MAT70 unit transfer. Reported unit number:	Submit a MAT15 to establish a household in the unit if it is occupied.
UA004	Household attempted to transfer from a unit they did not occupy. Reported unit number: Occupying head ID:	May need to perform unit transfer or move out on household currently occupying the unit.
UA005	No unit address found in TRACS for the MAT10 submitted.	Submit a MAT15 unit address record for the household.
UA006	No unit address found in TRACS for the MAT70 submitted.	Submit a MAT15 unit address record for the household.
UA010	No unit address in TRACS for the unit being vacated.	Submit MAT15 for unit prior to its occupation.
UA015	MAT70 unit transfer submitted for an occupied unit address. Reported head ID: Occupying head ID:	Submit MAT15 update to establish correct household occupying unit. (Once the unit address table has been populated and stabilized, this condition will become a fatal error.)
UA020	MAT10 submitted for an occupied unit address. Reported head ID: Occupying head ID:	Submit MAT15 update to establish correct household occupying unit. (Once the unit address table has been populated and stabilized, this condition will become a fatal error.)

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